

LAW OFFICE OF  
**JILL ANNE LAZARE<sup>LLC</sup>**

55 UNION PLACE, SUITE 330, SUMMIT, NJ 07901  
WWW.JLAZARE.COM

PHONE 908-219-4366  
FAX 908-219-4362

November 28, 2018

Via Lawyers Service

Andrew Casais, RMC  
Borough Clerk  
Borough of Roselle Park  
110 East Westfield Avenue  
Roselle Park, NJK 077204

Re: Roselle Park Request for Qualification (RFP)  
2019 Public Defender  
Qualification Statement

Dear Mr. Casais:

Please accept this correspondence and the enclosed *curriculum vitae*, on behalf of the Law Offices of Jill Anne LaZare, LLC: Jill Anne LaZare, Esq., as my technical qualification of the position for 2019 Public Defender requested by the Borough of Roselle Park. The scope of my services include, but are not limited to, interviewing indigent defendants for assistance as provided under the standards established by the office of the Public Advocate of the State of New Jersey, and I shall defend same in the Municipal Court of the Borough and provide such legal advice and counsel to such individual as may be required in any proceedings before the Municipal Court of the Borough. I will further work in concert and coordination with Borough staff including but not limited to the Borough's Municipal Court Judge, Municipal Court Administrator, and Municipal Prosecutor. I will provide such other functions, powers, and duties as may be required by General Law or Ordinance. My representation of indigent defendants will further include, but not be limited to, preparation of pleadings, motions, discovery documents, participating in all discovery including attendance at all depositions, participation in and attendance at settlement conferences, pre-trial motions and trials. Any appeal to the NJ superior Court that might be desired by an indigent defendant would not be included in this proposal.

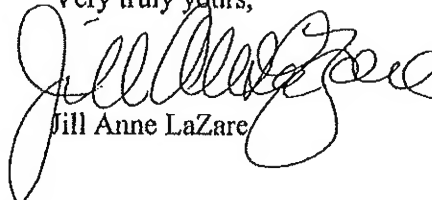
Specifically, and as described in greater detail in the enclosed *curriculum vitae*, The Law Offices of Jill Anne LaZare, LLC, has been involved in the areas of civil litigation, in the law division, family, criminal, and chancery divisions and has appeared in all levels of state court, from municipal to the NJ Superior, Appellate, and Supreme Court. The firm has further appeared in the New Jersey and New York District Courts (in NY Southern District, Western District, and Eastern District) and the Second and Third Circuit Courts.

Attorney Jill Anne LaZare, Esq., has been a licensed practicing attorney in New York since 2000 and in New Jersey since 2001. My experience has been with litigation as well as transactional work, working for nonprofit organizations and private law firms. I have interned for the Attorney General's office and for the United States District Judge Alfred Wolin (retired). I have also clerked for New Jersey Superior Court Judges Jack Kirstin (deceased) and Alan Minuskin (retired). Relevant to the immediate application, I have been involved in municipal court trials involving DWI/DUI cases in which I have successfully represented defendants as

well as other municipal and NJ Superior Court cases in which I have represented defendants, many of which I have handled *pro bono*. I have a number of published cases, one of which was an appeal from NJ Superior Court case that arose from a municipal court case, State of New Jersey v. Carl Paserchia, 356 N.J. Super. 461 (App. Div. 2003) (dealing with Preemption of municipal ordinance by NJ Statute, N.J.S.A. 2C1-5d). I have also represented clients in civil litigation, employment cases, and the adjudication of prerogative writs as well as all aspects of family law litigation, drafting and reviewing contracts, commercial and residential real estate transactions, and business formation and dissolution.

Based on the foregoing and enclosed, I believe my qualifications along with my specific experience in the Litigation practice area make my firm ideal for the position. Neither my firm nor any individual associated with my firm are disbarred, suspended or otherwise prohibited from professional practice by any federal, state, or local agency. The Law Offices of Jill Anne LaZare, LLC has had no judgments, claims or suits against the firm wherein the firm was adjudicated liable for professional malpractice within the last (3) years. The firm is not now nor has it in the last 10 years been involved in any bankruptcy or re-organization proceedings. My firm is in compliance with all applicable affirmative action (or similar) requirements with respect to business activities. The firm agrees to provide full representation for defendants deemed indigent and entitled to representation including interviewing them and defending them in the Municipal Court and providing such legal advice and counsel as may be required in any proceedings before the Municipal Court for the flat rate of \$20,000 for the year. In the event that there are further requirements such as filing an appeal, the firm agrees to provide same at the rate of \$125.00 per hour (minimum billing units are .2 of an hour) or the prevailing rate of the municipality.

Very truly yours,



Jill Anne LaZare

Attachments – Completed RFP Checklist

- Qualification Statement Checklist
- Statement of Ownership Disclosure
- Non-Collusion Affidavit
- Mandatory EEO/Affirmative Action Evidence & Signed Compliance Notice
- Acknowledgment of Americans with Disabilities Act Language of 1990
- Disclosure of Investment Activities in Iran
- Insurance Requirement Acknowledgment Form
- Certification Regarding Contributions
- Business Registration Certificate
- Certificate of Employee Information Report
- W-9 of Vendor
- Resumes and References

**Statement:** Neither the Firm nor any individuals assigned to this engagement are disbarred, suspended, or otherwise prohibited from professional practice by any Federal, State, or Local Agency.

**Affirmative Action Statement:** (Attached)

**Statement:** Law Offices of Jill Anne LaZare, LLC is in compliance with all applicable affirmative action requirements with respect to its business activities.

**Statement:** Submitter will comply with the General Terms and Conditions required by the Borough of Roselle Park and enter into the Borough's standard Professional Services Contract.

**Statement:** Submitter is not now, nor ever at any time in the past, been involved (except in its capacity as an attorney representing a debtor) in any bankruptcy or reorganization proceedings in the last ten years. Submitter has no judgments within the last three years and has not been adjudicated liable for professional malpractice. Submitter has all appropriate federal and state licenses to perform the activities described within the scope of the services and elsewhere within this RFQ.

BOROUGH OF ROSELLE PARK

SUBMISSION CHECKLIST

THE FOLLOWING ITEMS, AS INDICATED BELOW ☒, SHALL BE PROVIDED  
WITH THE RECEIPT OF SEALED SUBMISSIONS

- |                                     |   |                 |
|-------------------------------------|---|-----------------|
| <input checked="" type="checkbox"/> | Completed RFP Checklist   | Initial<br>Here |
| <input checked="" type="checkbox"/> | Completed Submission Form / Qualification Statement                 |                 |
| <input checked="" type="checkbox"/> | Statement of Ownership Disclosure                                   |                 |
| <input checked="" type="checkbox"/> | Non-Collusion Affidavit   |                 |
| <input checked="" type="checkbox"/> | Required EEO/Affirmative Action Evidence & Signed Compliance Notice |                 |
| <input checked="" type="checkbox"/> | Acknowledgement of Americans with Disabilities Act Language of 1990 |                 |
| <input checked="" type="checkbox"/> | Disclosure of Investment Activities in Iran                         |                 |
| <input checked="" type="checkbox"/> | Insurance Requirement Acknowledgement Form                          |                 |
| <input checked="" type="checkbox"/> | Certification Regarding Political Contributions                     |                 |
| <input checked="" type="checkbox"/> | New Jersey Business Registration Certificate of Vendor              |                 |
| <input checked="" type="checkbox"/> | W-9 of Vendor   |                 |

*[Handwritten initials for each item]*

This checklist is provided for vendor's use in assuring compliance with required documentation; however, it does not include all submission requirements and does not relieve the vendor of the need to read and comply with the RFP.

*Law Offices of*  
Name of Vendor: Jill Anne LeZane, LLC Date: 11/24/2018

Signature: X.

Print Name:

Title:

*Jill Anne LeZane*  
Jill Anne LeZane  
sole proprietor

Jill Anne LaZare  
2 Montview Road  
Summit, NJ 07901  
[jill@jlazare.com](mailto:jill@jlazare.com) Cell 908 451 8981

EMPLOYMENT

LAW OFFICE OF JILL ANNE LA ZARE, LLC, Summit, NJ  
Matrimonial, Criminal, and Commercial Litigation, March 2005 to Present  
Representing clients in Municipal, State, and Federal Courts

FOX AND FOX, LLP, Livingston, NJ  
Matrimonial, Criminal, and Commercial Litigation Associate, June 2004 – March 2005  
Responsible for all aspects of commercial litigation involving contract disputes and dissolution of an LLP.  
Responsible in aiding in the writing of Opinions on a Ninety million dollar merger between two corporations into a target New Jersey corporation. Responsible for all aspects of matrimonial litigation.  
Argued motions in actions pending in the New Jersey and New York trial courts.

CUYLER BURK, LLP, Parsippany, NJ (Federal and State court practice)  
Matrimonial, Commercial, Insurance, and Employment Litigation Associate, August 2003 – June 2004  
Responsible for matrimonial litigation involving custody, child support, alimony, equitable distribution; commercial litigation involving contract work, insurance, choice of law, personal jurisdiction, arbitrations, employment contracts, and ERISA for such clients as Stella D'Oro Biscuit, Inc., Kraft Foods North America, Inc., the Mall at Short Hills, Prudential Insurance Company of America, Liberty Mutual Insurance Company of America, and Wausau Insurance Company of America. Counsel clients, conducted legal research, drafted pleadings, petitions to remove, interpleaders, discovery requests and responses, took and defended depositions, drafted memoranda of law and other litigation documents. Argued motions in arbitrations and in actions pending in the New Jersey and New York courts and the United States District Courts, Districts of New Jersey and New York, and in the United States Court of Appeals, Second Circuit.

LAMPF, LIPKIND, PRUPIS & PETIGROW, P.A., West Orange, NJ  
Matrimonial and Commercial Litigation Associate, May 2002 – July 2003  
Responsible for matrimonial litigation including custody, child support, parental rights, alimony, equitable distribution, and palimony; commercial litigation including cases involving contract work, insurance, choice of law, first-to-file, personal jurisdiction, arbitrations, employment contracts, probate litigation and securities litigation. Counseled clients, conducted legal research, drafted pleadings, discovery requests and responses, memoranda of law and other litigation documents. Argued motions in arbitrations and in actions pending in New Jersey and New York courts. Have first-chaired three trials: two settled the first day of trial; the other was a four-day trial where my adversary was of counsel at Paul Weiss Rifkind Wharton & Garrison, which I won.

COZZARELLI LAW FIRM, Belleville, NJ  
Litigation Associate, March 2001 – May 2002  
Counseled clients, conducted legal research, drafted pleadings, discovery, and memoranda of law. Argued motions and handled actions in the, Municipal, Law, Chancery, and Appellate Divisions of the New Jersey Superior Court as well as in the United States Bankruptcy Court.

CANDIDATE FOR NJ STATE ASSEMBLY (2013 and 2015) AND STATE SENATE (2017)  
Graduate of EMERGE New Jersey Boot Camp

2000 PRESIDENTIAL ELECTION, New York, NY  
New York State Coordinator of Business Leaders for Gore Campaign, September – December 2000

Communicated with New York business leaders to enlist their endorsement of and financial support for Al Gore's 2000 presidential ticket.

**HON. JACK B. KIRSTEN**, Superior Court of New Jersey, Newark, NJ  
Law Clerk, September 1999-February 2000  
Drafted Opinions on various matters including an opinion on Choice of Law regarding insurance contracts written in North Carolina. Law Division.

**HON. ARTHUR MINUSKIN**, Superior Court of New Jersey, Newark, NJ  
Law Clerk, March 2000-August 2000 (assigned to Judge Minuskin when Judge Kirsten went on extended sick leave) Law Division.

**HON. DONALD GOLDMAN**, Superior Court of New Jersey, Newark, NJ  
Law Clerk intermittently during 2000 (aided the current law clerks in the Criminal Division)

**HON. ALFRED WOLIN**, Federal District Court, District of New Jersey, Newark, NJ  
Intern, Spring 1998

**NEW JERSEY OFFICE OF THE ATTORNEY GENERAL**, Newark, NJ  
Intern, Summer 1997  
Conducted research and writing in the Securities and Division of Youth and Family Services Divisions

**THE PINK HOUSE** (retailer of women's designed clothing), Long Branch, NJ  
Manager and Buyer  
Successfully steered the business through a recession by implementing marketing tools; increased designer suit sales; negotiated credit terms; maintained accounting books and purchased merchandise from designers.

**CONCURRENT COMPUTER CORPORATION**, Oceanport, NJ  
Programmer  
Analyzed and identified software problems to enhance client use. Participated in research and development of Spool32 and its debugger program.

#### EDUCATION

**RUTGERS UNIVERSITY SCHOOL OF LAW**, Newark, NJ  
J.D. May 1999  
G.P.A.: 3.05/4.00  
*Women's Rights Law Reporter*, Associate Editor, 1998-1999; Staff Member, 1997-1998.

**MONMOUTH UNIVERSITY**, West Long Branch, NJ  
G.P.A.: 3.30/4.0  
Bachelor of Science in Computer Science  
Dean's List  
American Association of University Women Scholarship

**FRANKLIN AND MARSHALL** Study Abroad in Vienna, Austria

**NEW ENGLAND CONSERVATORY OF MUSIC**, Boston, MA  
Piano Major  
Studied piano and sang alto with the New England Conservatory Chorus in their performance with the Boston Pops at Symphony Hall in Boston

#### REPORTED AND UNREPORTED DECISIONS

Scheer v. Scheer, 2007 WL 4472114 (N.J. Super. App. Div. 2007)

Professional Cleaning and Innovative Bldg. Services, Inc. v. Kennedy Funding, Inc., 2007 WL 2249064, C.A.3, N.J., August, 2007

Professional Cleaning and Innovative Bldg. Services, Inc. v. Kennedy Funding, Inc., 2005 WL 5671527, D.N.J., December, 2005

Professional Cleaning and Innovative Bldg. Services, Inc. v. Kennedy Funding, Inc., 2005 WL 1924344, D.N.J., August 11, 2005

Cecilia Nichols v. The Prudential Insurance Company of America, - 306 F.Supp.2d 418 (S.D.N.Y. 2004), 2004 WL 374972, S.D.N.Y., Feb. 27, 2004.

State of New Jersey v. Carl Paserchia, 356 N.J.Super. 461 (App. Div. 2003).

#### BAR ADMISSIONS

New Jersey  
New York  
United States District Court (District of New Jersey)  
United States District Court (Southern District of New York)  
United States District Court (Eastern District of New York)  
United States District Court (Western District of New York)  
United States Court of Appeals, Second Circuit  
United States Court of Appeals, Third Circuit

#### ORGANIZATIONS

(A sample of organizations that endorsed me for NJ Senate and/or with whom I am affiliated)

NOW of New Jersey (Co-President of Union County Chapter)  
NJ Women's Political Caucus (former executive member of Union County Chapter)  
Congregation Ohr Shalom (Former Treasurer)  
Blue Wave NJ  
Emily's List  
Planned Parenthood  
AFL- CIO affiliations in NJ  
AFT  
EMERGE of NJ (Boot Camp Graduate)

#### PERSONAL

Working knowledge of Spanish; knowledge of Russian. Enjoy playing classical piano.

#### PROFESSIONAL REFERENCES ON REQUEST





Professional References

1. Russel Huegel, Esq.  
33 S Wood Ave, Iselin, NJ 08830  
(908) 313-1136

2. Jennifer Young, Esq.  
Dughi, Hewit & Domalewski  
340 North Avenue  
Cranford, NJ 07016  
(908) 272-0200

3. Jarrid Kantor, Esq.  
1000 Stuyvesant Avenue  
Union, NJ 07083  
(908) 623-3676

BOROUGH OF ROSELLE PARK

SUBMISSION FORM / QUALIFICATION STATEMENT

(ATTACH ADDITIONAL SHEETS AS NECESSARY,  
BUT DO NOT SIMPLY ATTACH VENDOR MATERIALS  
AND TYPE/WRITE: "SEE ATTACHED")

1. Names and roles of the individuals who will perform the services and description of their education and experience with projects similar to the services contained herein:

Bill Anne LaZare, ESQ

Rutgers Law - Newark

Att. since 2000 NY  
2001 NJ

Litigation practice as set forth in  
Qualification Statement and IV

**SUBMISSION FORM / QUALIFICATION STATEMENT**  
**(CONTINUED)**

(ATTACH ADDITIONAL SHEETS AS NECESSARY,  
BUT DO NOT SIMPLY ATTACH VENDOR MATERIALS  
AND TYPE/WRITE: "SEE ATTACHED")

**2. References and record of success of same or similar service:**

As set forth in Qualifications  
Statement and CV-

Successfully represented defendants  
in Municipal Court and pro bono  
work in Municipal and Superior Court.

**SUBMISSION FORM / QUALIFICATION STATEMENT**  
**(CONTINUED)**

(ATTACH ADDITIONAL SHEETS AS NECESSARY,  
BUT DO NOT SIMPLY ATTACH VENDOR MATERIALS  
AND TYPE/WRITE: "SEE ATTACHED")

3. Description of ability to provide the services in a timely fashion (including staffing, familiarity and location of key staff):

As set forth in Qualification Statement + CV.  
— I have my own law office  
out of which I successfully  
and productively conduct  
litigation at all levels of Municipal  
and State Courts (and Federal  
Courts.)

**SUBMISSION FORM / QUALIFICATION STATEMENT**  
(CONTINUED)

(ATTACH ADDITIONAL SHEETS AS NECESSARY,  
BUT DO NOT SIMPLY ATTACH VENDOR MATERIALS  
AND TYPE/WRITE: "SEE ATTACHED")

4. Cost details, including the annual fee for primary duties and the hourly rates of each of the individuals who will perform services, and all expenses for any work that is not included in the primary duties:

Flat fee \$20,000 for  
primary duties  
\$125/hr for anything more such as  
appeals, if requested or  
providing Municipal rates  
(as set forth in Qualification  
statement).

**CERTIFICATION OF PROPOSAL**  
(Sign Below)

Firm: Law Offices of Jill Anne LaZare, LLC  
Date: 11/27/2018  
Authorized Representative (Print): Jill Anne LaZare  
Signature: [Signature]  
Title: Owner  
Telephone No.: 908 219 4366  
Fax No.: 908 219 4362

BOROUGH OF ROSELLE PARK

STATEMENT OF OWNERSHIP DISCLOSURE

N.J.S.A. 52:25-24.2 (P.L. 1977, c.33, as amended by P.L. 2016, c.43)

THIS STATEMENT SHALL BE COMPLETED, CERTIFIED TO, AND INCLUDED WITH ALL BID AND PROPOSAL SUBMISSIONS. FAILURE TO SUBMIT THE REQUIRED INFORMATION IS CAUSE FOR AUTOMATIC REJECTION OF THE BID OR PROPOSAL.

Name of Organization: Law Offices of Jill Anne LaZare, LLC

Organization Address: 55 Union Place, Ste 330, Summit, NJ 07901

Part I

Check the box that represents the type of business organization:

- ☐ Sole Proprietorship (skip Parts II and III, execute certification in Part IV)
- ☐ Non-Profit Corporation (skip Parts II and III, execute certification in Part IV)
- ☐ For-Profit Corporation (any type)
- ☒ Limited Liability Company (LLC)
- ☐ Partnership
- ☐ Limited Partnership
- ☐ Limited Liability Partnership (LLP)
- ☐ Other (be specific): \_\_\_\_\_

Part II

- ☒ The list below contains the names and addresses of all stockholders in the corporation who own 10 percent or more of its stock, of any class, or of all individual partners in the partnership who own a 10 percent or greater interest therein, or of all members in the limited liability company who own a 10 percent or greater interest therein, as the case may be. (COMPLETE THE LIST ON THE NEXT PAGE IN THIS SECTION)

OR

- ☐ No one stockholder in the corporation owns 10 percent or more of its stock, of any class, or no individual partner in the partnership owns a 10 percent or greater interest therein, or no member in the limited liability company owns a 10 percent or greater interest therein, as the case may be. (SKIP TO PART IV)

# STATEMENT OF OWNERSHIP DISCLOSURE

(Continued)

(Please attach additional sheets if more space is needed):

Name of Individual or Business Entity	Home Address (for Individuals) or Business Address
Jill Anne LaZarte	2 Montview Road Summit NJ 07901

## Part III

### DISCLOSURE OF 10% OR GREATER OWNERSHIP IN THE STOCKHOLDERS, PARTNERS OR LLC MEMBERS LISTED IN PART II

If a bidder has a direct or indirect parent entity which is publicly traded, and any person holds a 10 percent or greater beneficial interest in the publicly traded parent entity as of the last annual federal Security and Exchange Commission (SEC) or foreign equivalent filing, ownership disclosure can be met by providing links to the website(s) containing the last annual filing(s) with the federal Securities and Exchange Commission (or foreign equivalent) that contain the name and address of each person holding a 10% or greater beneficial interest in the publicly traded parent entity, along with the relevant page numbers of the filing(s) that contain the information on each such person. Attach additional sheets if more space is needed.

Website (URL) containing the last annual SEC (or foreign equivalent) filing	Page #'s
N/A	

Please list the names and addresses of each stockholder, partner or member owning a 10 percent or greater interest in any corresponding corporation, partnership and/or limited liability company (LLC) listed in Part II other than for any publicly traded parent entities referenced above. The disclosure shall be continued until names and addresses of every noncorporate stockholder, and individual partner, and member exceeding the 10 percent ownership criteria established pursuant to N.J.S.A. 52:25-24.2 has been listed. Attach additional sheets if more space is needed.

Stockholder/Partner/Member and Corresponding Entity Listed in Part II	Home Address (for Individuals) or Business Address
N/A	

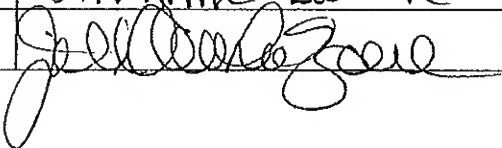
**STATEMENT OF OWNERSHIP DISCLOSURE**

(Continued)

**Part IV**

**Certification**

I, being duly sworn upon my oath, hereby represent that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I acknowledge: that I am authorized to execute this certification on behalf of the bidder/proposer; that the Borough of Roselle Park is relying on the information contained herein and that I am under a continuing obligation from the date of this certification through the completion of any contracts with the Borough of Roselle Park to notify the Borough of Roselle Park in writing of any changes to the information contained herein; that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I am subject to criminal prosecution under the law and that it will constitute a material breach of my agreement(s) with the, permitting the Borough of Roselle Park to declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print):	Jill Anne LaZare	Title:	Owner / sole Proprietor
Signature:		Date:	11 / 24 / 2018



BOROUGH OF ROSELLE PARK

NON-COLLUSION AFFIDAVIT

State of New Jersey  
County of Union

ss:

I, Jill Anne LaZare of the City of Summit in  
the County of Union and State of New Jersey full age, being duly  
sworn according to law on my oath depose and say that:

I am the owner / sole proprietor of the firm of Law Offices of Jill Anne LaZare, LLC  
(Title or Position) (Name of Firm)

the bidder making this Proposal for the above named project, and that I executed the said proposal with full  
authority so to do; that said bidder has not, directly or indirectly entered into any agreement, participated in any  
collusion, or otherwise taken any action in restraint of free, competitive bidding in connection with the above  
named project; and that all statements contained in said proposal and in this affidavit are true and correct, and  
made with full knowledge that the Borough of Roselle Park relies upon the truth of the statements contained in  
said proposal and in the statements contained in this affidavit in awarding the contract for the said project.

I further warrant that no person or selling agency has been employed or retained to solicit or secure  
such contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee,  
except bona fide employees or bona fide employees or bona fide established commercial or selling agencies  
maintained by the Law Offices of Jill Anne LaZare, LLC (name of contractor). Jill Anne LaZare, Esq.

Subscribed and sworn to  
before me this 24th day  
of November, 2018

X. Jill Anne LaZare  
Signature  
Jill Anne LaZare  
(Type or print name of affiant under signature)

Richard L. Levine  
Notary public of Atlantic County  
State of New Jersey  
My Commission expires 12/31/2020

**BOROUGH OF ROSELLE PARK**

**AFFIRMATIVE ACTION COMPLIANCE NOTICE**

**N.J.S.A. 10:5-31 and N.J.A.C. 17:27**

**GOODS, PROFESSIONAL SERVICE  
AND GENERAL SERVICE CONTRACTS**

This form is a summary of the successful bidder's requirement to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27-1 et seq.

The successful bidder shall submit to the public agency, after notification of award but prior to execution of this contract, one of the following three documents as forms of evidence:

- a) A photocopy of a valid letter that the contractor is operating under an existing Federally approved or sanctioned affirmative action program (good for one year from the date of the letter);

OR

- b) A photocopy of a Certificate of Employee Information Report approval, issued in accordance with N.J.A.C. 17:27-4;

OR

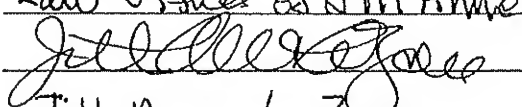
- c) A photocopy of an Employee Information Report (Form AA302) provided by the Division and distributed to the public agency to be completed by the contractor in accordance with N.J.A.C. 17:27-4.

The successful vendor may obtain the Affirmative Action Employee Information Report (AA302) from the contracting unit during normal business hours.

The successful vendor(s) must submit the copies of the AA302 Report to the Division of Contract Compliance and Equal Employment Opportunity in Public Contracts (Division). The Public Agency copy is submitted to the public agency, and the vendor copy is retained by the vendor.

The undersigned vendor certifies that he/she is aware of the commitment to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27.1 et seq. and agrees to furnish the required forms of evidence.

The undersigned vendor further understands that his/her bid shall be rejected as non-responsive if said contractor fails to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27-1 et seq.

COMPANY: Law Office of Jill Anne LaZare, LLC  
SIGNATURE:   
PRINT NAME: Jill Anne LaZare  
TITLE: Owner/Sole Proprietor  
DATE: 11/24/18

**BOROUGH OF ROSELLE PARK**

**EXHIBIT A**

**MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE**

**N.J.S.A. 10:5-31 et seq. (P.L. 1975, C. 127)**

**N.J.A.C. 17:27**

**GOODS, PROFESSIONAL SERVICE AND GENERAL SERVICE CONTRACTS**

During the performance of this contract, the contractor agrees as follows:

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Except with respect to affectional or sexual orientation and gender identity or expression, the contractor will ensure that equal employment opportunity is afforded to such applicants in recruitment and employment, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Such equal employment opportunity shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause.

The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex.

The contractor or subcontractor will send to each labor union, with which it has a collective bargaining agreement, a notice, to be provided by the agency contracting officer, advising the labor union of the contractor's commitments under this chapter and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to make good faith efforts to meet targeted Borough employment goals established in accordance with N.J.A.C. 17:27-5.2.

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, and labor unions, that it does not discriminate on the basis of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

In conforming with the targeted employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken

**EXHIBIT A**  
**MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE**  
**N.J.S.A. 10:5-31 et seq. (P.L. 1975, C. 127)**  
**N.J.A.C. 17:27**  
**GOODS, PROFESSIONAL SERVICE AND GENERAL SERVICE CONTRACTS**  
**(Continued)**

without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor shall submit to the public agency, after notification of award but prior to execution of a goods and services contract, one of the following three documents:

Letter of Federal Affirmative Action Plan Approval

Certificate of Employee Information Report

Employee Information Report Form AA302 (electronically provided by the Division and distributed to the public agency through the Division's website at [www.state.nj.us/treasury/contract\\_compliance](http://www.state.nj.us/treasury/contract_compliance)).

The contractor and its subcontractors shall furnish such reports or other documents to the Division of Purchase & Property, CCAU, EEO Monitoring Program as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Division of Purchase & Property, CCAU, EEO Monitoring Program for conducting a compliance investigation pursuant to Subchapter 10 of the Administrative Code at N.J.A.C. 17:27.

BOROUGH OF ROSELLE PARK

AMERICANS WITH DISABILITIES ACT OF 1990

Equal Opportunity for Individuals with Disability

The Contractor and the Owner, do hereby agree that the provisions of Title 11 of the Americans with Disabilities Act of 1990 (the "Act") (42 U.S.C. §12101 et seq.), which prohibits discrimination on the basis of disability by public entities in all services, programs, and activities provided or made available by public entities, and the rules and regulations promulgated pursuant there unto, are made a part of this contract. In providing any aid, benefit, or service on behalf of the owner pursuant to this contract, the contractor agrees that the performance shall be in strict compliance with the Act. In the event that the contractor, its agents, servants, employees, or subcontractors violate or are alleged to have violated the Act during the performance of this contract, the contractor shall defend the owner in any action or administrative proceeding commenced pursuant to this Act. The contractor shall indemnify, protect, and save harmless the owner, its agents, servants, and employees from and against any and all suits, claims, losses, demands, or damages, of whatever kind or nature arising out of or claimed to arise out of the alleged violation. The contractor shall, at its own expense, appear, defend, and pay any and all charges for legal services and any and all costs and other expenses arising from such action or administrative proceeding or incurred in connection therewith. In any and all complaints brought pursuant to the owner's grievance procedure, the contractor agrees to abide by any decision of the owner which is rendered pursuant to said grievance procedure. If any action or administrative proceeding results in an award of damages against the owner, or if the owner incurs any expense to cure a violation of the ADA which has been brought pursuant to its grievance procedure, the contractor shall satisfy and discharge the same at its own expense.

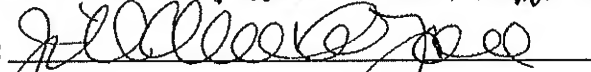
The owner shall, as soon as practicable after a claim has been made against it, give written notice thereof to the contractor along with full and complete particulars of the claim. If any action or administrative proceeding is brought against the owner or any of its agents, servants, and employees, the owner shall expeditiously forward or have forwarded to the contractor every demand, complaint, notice, summons, pleading, or other process received by the owner or its representatives.

It is expressly agreed and understood that any approval by the owner of the services provided by the contractor pursuant to this contract will not relieve the contractor of the obligation to comply with the Act and to defend, indemnify, protect, and save harmless the owner pursuant to this paragraph.

It is further agreed and understood that the owner assumes no obligation to indemnify or save harmless the contractor, its agents, servants, employees and subcontractors for any claim which may arise out of their performance of this Agreement. Furthermore, the contractor expressly understands and agrees that the provisions of this indemnification clause shall in no way limit the contractor's obligations assumed in this Agreement, nor shall they be construed to relieve the contractor from any liability, nor preclude the owner from taking any other actions available to it under any other provisions of the Agreement or otherwise at law.

The undersigned vendor consents to the full understanding of the forgoing Americans with Disabilities Act Language of 1990:

Bidder/Vendor: Law Offices of Jill Anne LaZare, LLC

Signature: 

Full Name (Print): Jill Anne LaZare

Title: Owner / Sole Proprietor

Date: 11/24/18

BOROUGH OF ROSELLE PARK

DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN

PART 1: CERTIFICATION

BIDDERS MUST COMPLETE PART 1 BY CHECKING EITHER BOX.

Pursuant to Public Law 2012, c. 25, any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract must complete the certification below to attest, under penalty of perjury, that neither the person or entity, nor any of its parents, subsidiaries, or affiliates, is identified on the Department of Treasury's Chapter 25 list as a person or entity engaging in investment activities in Iran. The Chapter 25 list is found on the Division's website at <http://www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf>. Bidders must review this list prior to completing the below certification. Failure to complete the certification will render a bidder's proposal non-responsive.

PLEASE CHECK EITHER BOX:

☒ I certify, pursuant to Public Law 2012, c. 25, that neither the person/entity listed above nor any of the entity's parents, subsidiaries, or affiliates is listed on the N.J. Department of the Treasury's list of entities determined to be engaged in prohibited activities in Iran pursuant to P.L. 2012, c. 25 ("Chapter 25 List"). I further certify that I am the person listed above, or I am an officer or representative of the entity listed above and am authorized to make this certification on its behalf. I will skip Part 2 and sign and complete the Certification below.

OR

☐ I am unable to certify as above because I or the bidding entity and/or one or more of its parents, subsidiaries, or affiliates is listed on the Department's Chapter 25 list. I will provide a detailed, accurate and precise description of the activities in Part 2 below and sign and complete the Certification below. Failure to provide such will result in the proposal being rendered as non-responsive and appropriate penalties, fines and/or sanctions will be assessed as provided by law.

PART 2

PROVIDE FURTHER INFORMATION RELATED TO INVESTMENT ACTIVITIES IN IRAN

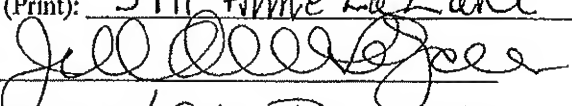
You must provide a detailed, accurate and precise description of the activities of the bidding person/entity, or one of its parents, subsidiaries or affiliates, engaging in the investment activities in Iran outlined above by completing the form below. (PROVIDE INFORMATION RELATIVE TO THE ABOVE QUESTIONS. PLEASE PROVIDE THOROUGH ANSWERS TO EACH QUESTION. IF YOU NEED TO MAKE ADDITIONAL ENTRIES, USE ADDITIONAL PAGES).

Name: Jill Anne LaZare  
Relationship to Bidder/Vendor: Owner/Sole Proprietor  
Description of Activities: None [for Land Use Atty]  
Duration of Engagement: 1/1/2019 Anticipated Cessation Date: 12/31/2019  
Bidder/Vendor: Law Offices of Jill Anne LaZare, LLC  
Contact Name: Jill Anne LaZare Contact Phone Number: 908 219 4366

DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN  
(Continued)

**CERTIFICATION**

I, being duly sworn upon my oath, hereby represent and state that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I attest that I am authorized to execute this certification on behalf of the below-referenced person or entity. I acknowledge that the Borough of Roselle Park is relying on the information contained herein and thereby acknowledge that I am under a continuing obligation from the date of this certification through the completion of contracts with the Borough of Roselle Park to notify the Borough of Roselle Park in writing of any changes to the answers or information contained herein. I acknowledge that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I recognize that I am subject to criminal prosecution under the law and that it will also constitute a material breach of my agreements(s) with the Borough of Roselle Park and that the Borough of Roselle Park at its option may declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print): Jill Anne LaZare  
Signature:   
Title: Owner / Sole Proprietor  
Date: 11/24/2018  
Bidder/Vendor: Law Offices of Jill Anne LaZare, LLC

BOROUGH OF ROSELLE PARK

INSURANCE REQUIREMENTS AND ACKNOWLEDGEMENT FORM

Certificate(s) of Insurance shall be filed with the Borough Clerk's Office upon award of contract by the governing body

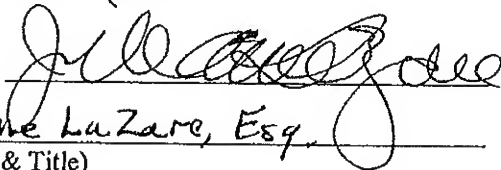
The minimum amount of insurance to be carried by the Professional Service Entity shall be as follows:

**PROFESSIONAL LIABILITY INSURANCE**

Limits shall be a minimum of \$1,000,000.00 for each claim and \$1,000,000.00 aggregate each policy period.

Acknowledgement of Insurance Requirement:

SIGNATURE:



DATE:

11-24-2018

Jill Anne LaZare, Esq.

(Printed Name & Title)

owner/Sole Proprietor



BOROUGH OF ROSELLE PARK

CERTIFICATION REGARDING POLITICAL CONTRIBUTIONS

STATE OF NEW JERSEY

COUNTY OF UNION : SS.

I, Jill Anne LaZare, Owner/Sole Proprietor of the firm of Law Offices of Jill Anne LaZare, LLC in the County of Union and the State of New Jersey, of the United States of America, of full age, being duly sworn according to law on my oath depose and say that:

I am the Owner, Sole Proprietor of the firm of Law Offices of Jill Anne LaZare, LLC, the Professional Service Entity making the submissions for the above named Service, and that I executed the said submission with full authority to do so; that said Professional Service Entity acknowledges that it is aware that the Borough of Roselle Park pursuant to Section 2-4 of the Borough Code prohibits the awarding of any public contract to any Professional Service Entity that has contributed in excess of two hundred (\$200.00) dollars to a campaign committee of any Borough of Roselle Park candidate or holder of the public office having ultimate responsibility for the award of the contract, or to any Borough of Roselle Park or Union County Party Committee, or to any political action committee (PAC) that is organized for the primary purpose of promoting or supporting Borough of Roselle Park municipal candidates or municipal officeholders, within one (1) calendar year immediately preceding the date of the contract or agreement.

I further warrant that pursuant to Roselle Park Borough Section 2-4, a "professional service provider" seeking a public contract means: an individual, including the individual's spouse, if any, and any child living at home; person; firm; corporation; professional corporation; partnership; organization; or association. The definition of a service provider includes all principals who own one (1%) percent or more of the equity in the corporation or business trust, partners, and officers in the aggregate employed by the provider as well as any subsidiaries directly controlled by the service provider.

I further warrant that I have reviewed Borough Code Section 2-4.

I hereby certify that the foregoing statements made by me are true. I am aware that if any of the foregoing statements made by me are willfully false, I am subject to punishment for contempt of Court.

Subscribed and sworn to before me  
this 24~~th~~ day of Nov., 2018

(Signature of Notary)

Richard L Levine

(Affix Seal)

Attorney at Law  
State of New Jersey

(Signature of Professional)

Name: Jill Anne LaZare

Title: Owner/Sole Proprietor

*STATE OF NEW JERSEY  
DEPARTMENT OF THE TREASURY  
DIVISION OF REVENUE AND ENTERPRISE SERVICES  
ANNUAL REPORT CERTIFICATE*

*LAW OFFICES OF JILL ANNE LAZARE LLC  
0400083974*

The Division of Revenue and Enterprise Services hereby affirms  
that the following annual reports for LAW OFFICES OF JILL ANNE  
LAZARE LLC was submitted on 02/01/2018 for the years: 2017-2018

**Registered Agent and Office**

JILL ANNE LAZARE  
55 UNION PLACE  
SUITE 330  
SUMMIT, NJ 07901

**Main Business Address**

55 UNION PLACE  
SUITE 330  
SUMMIT, NJ 07901

**Principal Business Address**

55 UNION PLACE  
SUITE 330  
SUMMIT, NJ 07901

**Officers and Directors**

OTHER  
JILL ANNE LAZARE  
2 MONTVIEW ROAD  
SUMMIT, NJ 07901



*IN TESTIMONY WHEREOF, I have  
hereunto set my hand and affixed  
my Official Seal, this  
1st day of February, 2018*

*Elizabeth Maher Muoio*

*Elizabeth Maher Muoio  
Acting State Treasurer*

Certificate Number : 2312766968  
Verify this certificate online at  
[https://www1.state.nj.us/TYTR\\_StandingCert/JSP/Verify\\_Cert.jsp](https://www1.state.nj.us/TYTR_StandingCert/JSP/Verify_Cert.jsp)

# Request for Taxpayer Identification Number and Certification

► Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

Give Form to the  
requester. Do not  
send to the IRS.

Print or type. See Specific Instructions on page 3.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. <u>Law Offices of Jill Anne LaZare, LLC</u>	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) ►	
	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ (Applies to accounts maintained outside the U.S.)	
	5 Address (number, street, and apt. or suite no.) See instructions. <u>2 Montview Road</u>	Requester's name and address (optional)
	6 City, state, and ZIP code <u>Summit NJ 07901</u>	
	7 List account number(s) here (optional)	

## Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Note:** If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number	
<div><div></div><div></div><div></div></div>	<div><div></div><div></div><div></div></div>
or	
Employer identification number	
<div><div>3</div><div>2</div><div>-</div><div>0</div><div>1</div><div>4</div><div>1</div><div>8</div><div>7</div><div>5</div></div>	

## Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign  
Here

Signature of  
U.S. person ►

Date ►

## General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

## Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

